

LAND RECORD MAINTENANCE PROCESS

Final Plat applications which involve the creation of new lots (i.e. subdividing of land) triggers the Land Record Maintenance Process. This process currently involves two main processes. The Closure Review of the described new parcels and their boundaries, to verify that the starting point is the same as the end point of the described boundary, and land record creation process in Kiva and GIS. This latter process requires that both the Kiva Land Records matches with the graphic map image of the parcel being created or modified. While this is generally an internal process, it is important to have a general understanding of the process, since any future Building Permit Applications will need to identify the new parcel rather than the original parent parcel. Since the City Map Viewer only shows existing parcels with the ability to return information, though you can view an information proposed parcels layer, it can be challenging to find the proposed parcels. Hopefully this process will be defined such that you can identify the proposed parcel and include the proper reference in you other dependent applications that may be filed prior the Final Plat being recorded, which is when the proposed parcels become existing and can be depicted on the mapviewer.

Who Maintains the Land Records

The Land Records are maintained by General Services Department (formerly the staff from Information Technology Department that were in the group know as GIS). This staff can be reached by contacting General Services (816) 513-0839.

How does Kiva store Land Records

Each parcel record is a separate record. This include all the lots, tracts, and street segments needed to track activities and permitting within the public right-of-way. For example a 10 lot subdivision might also have 3 street segment parcel records. "LAND TYPE" is displayed when you search for parcel. A "LAND TYPE" of "PAR" is a parcel or lot or tract. A "LAND TYPE" of "SEG" is a street segment parcel record.

After construction plans have been reviewed for compliance with applicable requirements, but before City staff will sign of the Clearance Memo to release the Final Plat for recording, the Applicant/Owner must install or guarantee the completion of required improvements and guarantee maintenance of such improvements.

- If the Applicant/Owner chooses to complete all construction prior to Final Plat Recording, then all permit work must be completed and secured by a Maintenance Bond, with the exception of Maintenance Bonding of Street Lighting and Site Disturbance work.
- If the Applicant/Owner chooses to bond the public infrastructure improvements, then permits must be issued and secured with a Performance Bond. Note, Site Disturbance permits are only required to have a Performance Bond, if located in a watershed with a downstream water body (i.e. pond, lake, etc.). Maintenance Bonds are required for all work, except Street Lighting and Site Disturbance work.

Also, prior to signing of the Clearance Memo, all Cooperative, Deferral, and other Agreements must be fully executed. All contributions and other requirements of the Agreements must be satisfied. All conditions from the Disposition Letter must be satisfied and requirements completed.

Clearance memo is reviewed and approved by

- Land Development Division (LDD) Plat Reviewer
- LDD Plan Reviewer
- LDD Plan Review Supervisor
- LDD Division Manager

After all of the above has taken place, then the gold packet containing the executed Final Plat, Clearance Memo and all other Supplemental Documents will go to the City Clerk's office.

Clerk's Office

The Plat will now need final approval from:

- Law Department
- Finance Department (may involve other activities to complete, such as verification of any Special Assessments have been paid.)

After the two (2) approvals have been received, the Clerk's Office will then notify the applicant or their representative that the Plat and Supplemental documents can be picked up for recording. The Title Company generally handles the recording.

Original recorded documents, including the Plat Ordinance, must be returned to the City Clerk's Office for distribution to the multiple City departments, utility companies, and the Post Office.

The process from Request to Run Final Mylars to Recording depends upon the amount of time it takes the applicant to satisfy the engineering and platting requirements.